

<b>Department of Health &amp; Welfare</b> <b>Bureau of Facility Standards</b> <b>Residential Care and Assisted Living Checklist</b>	Version Date: 5/06 Page 1 of 3  <b>Checklist #20</b>	
<b>Functional Area: Staff Training</b>	Yes = In Compliance No = Further Action	
<b>Objective:</b> Ensure facility personnel have sufficient training to know how to meet the needs of the residents.		
<b>Specific Criteria</b>	<b>Yes</b>	<b>No</b>
<b>Requirements: IDAPA 16.03.22.620</b>		
1. Is there a structured written training program to train your staff? {IDAPA 16.03.22.620}		
2. Does the facility's training programs meet the training needs of personnel by: a. Providing information about the responsibilities of providing quality care to the residents? b. Providing information about their duties as outlined in the written job description? {IDAPA 16.03.22.620}		
<b>Requirements: IDAPA 16.03.22.625 Orientation Training</b>		
1. Does the facility's staff receive orientation for a minimum of 16 hours before they are allowed to provide care to residents without supervision? {IDAPA 16.03.22.625.01}		
2. Is staff orientation completed within 1 month of being hired? {IDAPA 16.03.22.625.02}		
3. Does the facility's orientation training program include the following: a. The philosophy of residential care or assisted living and how it guides care giving? b. Information about Resident Rights? c. Information about cultural awareness? d. How to provide assistance with activities of daily living and instrumental activities of daily living? (See 010.04 & 011.12) e. How to respond to emergencies? f. How to document resident care needs and the care provided to meet those needs? g. How to identify and report changes in residents' health and mental condition? h. How to document and report adverse outcomes (such as resident falls, elopement, lost items)? i. Information about Advance Directives and do not resuscitate (DNR) orders? j. Information about relevant policies and procedures? k. Information about the role of the Negotiated Service Agreement? l. Information about infection control procedures for universal precautions? {IDAPA 16.03.22.625.03}		

Specific Criteria	Yes	No
<b>Requirements: IDAPA 16.03.22.630 Specialized Orientation Training</b> 1. If your facility admits and retains residents with a diagnosis of dementia, mental illness, developmental disability, or traumatic brain injury, do you have training in place that will teach your staff how to meet the specialized needs of these residents? <div style="text-align: right;">{IDAPA16.03.22.630}</div>		
2. Does the orientation training program include topics as below? a. Information about <b>dementia</b> as follows: i. Overview of dementia? ii. Symptoms and behaviors of people with memory impairment? iii. Communication with people with memory impairment? iv. Resident's adjustment to the new living environment? v. Behavior management? vi. Activities of daily living? vii. Stress reduction for facility personnel and resident? <div style="text-align: right;">{IDAPA16.03.22.630.01}</div> b. Information about <b>mental illness</b> as follows: i. Overview of mental illnesses? ii. Symptoms and behaviors specific to mental illness? iii. Resident's adjustment to the new living environment? iv. Behavior management? v. Communication? vi. Activities of daily living? vii. Integration with rehabilitation services? viii. Stress reduction for facility personnel and resident? <div style="text-align: right;">{IDAPA16.03.22.630.02}</div> c. Information about <b>developmental disability</b> as follows: i. Overview of developmental disabilities? ii. Interaction and acceptance? iii. Promotion of independence? iv. Communication? v. Behavior management? vi. Assistance with adaptive equipment? vii. Integration with rehabilitation services? viii. Activities of daily living? ix. Community integration? <div style="text-align: right;">{IDAPA16.03.22.630.03}</div> d. Information about <b>traumatic brain injury</b> as follows: i. Overview of traumatic brain injuries? ii. Symptoms and behaviors specific to traumatic brain injury? iii. Adjustment to the new living environment? iv. Behavior management? v. Communication? vi. Integration with rehabilitation services? vii. Activities of daily living? viii. Assistance with adaptive equipment? ix. Stress reduction for facility personnel and resident? <div style="text-align: right;">{IDAPA16.03.22.630.04}</div>		

Specific Criteria	Yes	No
<b>Requirements: IDAPA 16.03.22.640 Continuing Training</b>		
1. Does each employee receive a minimum of 8 hours of job-related continuing training per year? {IDAPA16.03.22.640}		
2. If a resident is admitted with a diagnosis of dementia, mental illness, developmental disability, or traumatic brain injury, or acquires one of these diagnoses, do you train your staff about the areas of care if they have not previously been trained? {IDAPA16.03.22.640.01}		
3. Does the facility complete this specialized training within 30 days as outlined in Section 630? {IDAPA16.03.22.640.01}		
4. If the facility adds, modifies or deletes policies or procedures, does staff receive additional training related to the policy changes? {IDAPA16.03.22.640.02}		
<b>Requirements: IDAPA 16.03.22.645 Medication Assistance Certification Training</b>		
1. Has staff successfully completed a Board of Nursing approved medication assistance course, before assisting residents with medications? (This training is not included as part of the orientation or continuing training requirement per year.) {IDAPA16.03.22.645}		
<b>Record Keeping or Documentation: IDAPA 16.03.22.710.07, 711.05</b>		
1. Does the administrator assure the facility has signed evidence of personnel training in the facility? {IDAPA 16.03.22.620}		
2. Do facility records indicate how many hours are spent training on the specific topics? {IDAPA16.03.22.620}		

**The check lists can be used as a quality improvement tool and are offered as a helpful guide.**  
**They do not take the place of the rule requirements.**  
**It is highly recommended that the check lists be used in conjunction with the rules themselves.**